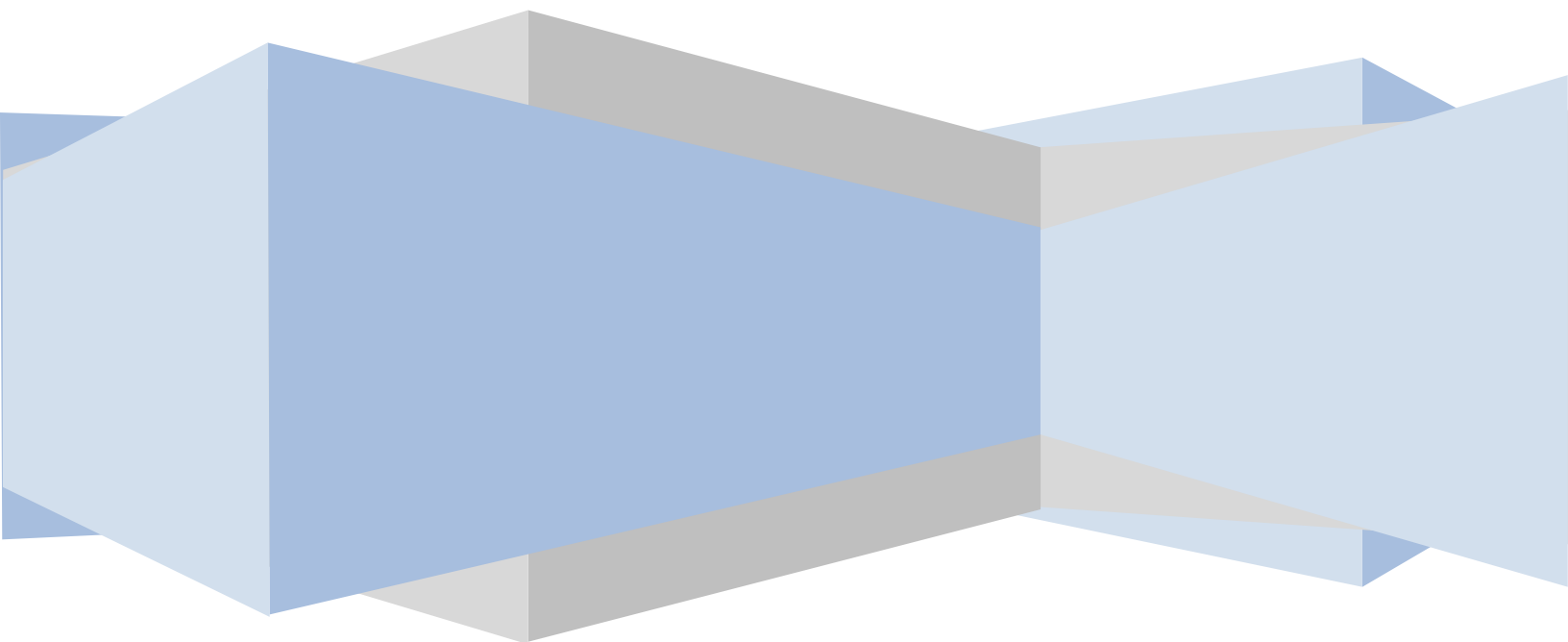


Vista Unified School District

VOLUNTEER HANDBOOK

2018



VOLUNTEERS

(A Concise One-Page Overview)

Definition: A **VISITOR** is defined as an individual who is not an employee of the school and with school district authorization, enters the campus. A visitor shall be accompanied by school district staff unless otherwise directed principal or designee.

Requirements: All *visitors* are required to immediately report his or her presence at the school office and register as a visitor.

Attendees to **school sponsored events** may be required to register as visitors.

Examples: Attends a student performance, special event, festival, open house, back-to-school event, sports event.

Definition: A **VOLUNTEER** is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis. There are two levels of volunteers: supervised and unsupervised.

Examples: Volunteer mentors, rolling readers, safety patrol coordinators, band instructors, walk-on coaches (unpaid), walk-on assistant coaches (unpaid), volunteers working with students, invited mental health workers, etc.

Requirements: Register as a volunteer at the school office or designated location each time, complete Volunteer Application, sign Volunteer Code of Conduct, Megan's Law check, optional state/federal background check, TB clearance verified.

VOLUNTEER GUIDELINES

The Volunteer Task Force was originally formed through the San Diego County Office of Education to determine volunteer guidelines to support all school districts. This handbook was put together for Vista Unified School District using the volunteer guidelines from the San Diego County Office of Education, Vista Unified School District Board Policy, and legal counsel.

It is our desire to encourage school volunteerism with an administrative responsibility to insure student safety. It is our intent to review, formalize, and make consistent our current district practices in accordance with current legal recommendations and/or mandates.

VOLUNTEER GUIDELINES - BACKGROUND

DEFINITION GUIDELINES

1. A visitor is defined as an individual who is not an employee of the school and with school district authorization, enters the campus. A shall be accompanied by school district staff unless otherwise directed principal or designee. *A visitor is required to immediately report his or her presence at the school office or at the designated school location and register as a visitor.*
2. A volunteer is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis of 20 hours or more per school year. *A volunteer is required to complete: a Volunteer Application, Megan's Law Background Check, have current TB clearance, sign a Volunteer Code of Conduct, and register each visit the school office or at the designated school location.*

Students who volunteer at a school site are exempt from these requirements. For example, high school students tutoring middle school students on a middle school campus.

SITE VISITOR PROCEDURES

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information:

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Examples of a visitor include: individuals who participate in the Read Across America Program, Grandparent's Day, Principal-For-A-Day program, class parties, class projects, individuals observing a classroom, Associated Student Body Projects, individuals transporting students in motor vehicles, etc.

SITE VOLUNTEER PROCEDURES

1. School sites will require school volunteers to register/check in the school office before Volunteers can visit classrooms or school campus. School sites may require volunteers to sign a Volunteer Hour Log which will include the first and last name of the Volunteer, the date, the time in and time out, the location where they will be, and the reason they are visiting the school.
2. At the top of the Volunteer Hour Log the following statements shall appear:

“Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me. I agree to abide by the district’s safety and health rules and regulations.”

1. Volunteers must complete a School Volunteer Application (Attachment # 2).
2. Volunteers must be approved by site administration.
3. Volunteers must be fingerprinted and cleared through Human Relations if the volunteer has ever been convicted of a serious, violent, or drug crime, or if the charges are pending
4. School sites must conduct a Megan’s Law check. Go to <http://www.meganslaw.ca.gov>.
5. Volunteers by law need tuberculosis clearance before being allowed to volunteer. (Contact your school office for TB clinic schedule.)
3. Volunteers must register/check in at the school office or at the designated school location.
6. School sites will have volunteers complete Volunteer Code of Conduct (see Attachment # 4) prior to being allowed to volunteer.
7. It is recommended that visiting psychologists, psychiatrists, licensed therapists or counselors be registered with the Mental Health Workers database with the County Office of Education.

Examples of volunteers include: classroom volunteers serving under the supervision of teachers, library volunteers, licensed or credentialed mental health workers (psychologists, psychiatrists, therapists or counselors) during a major crisis situation.

VOLUNTEER APPLICATION

1. The School Volunteer Application provides school sites and districts with basic information such as:
 - A. Proof of Identification: driver’s license (preferred), government issued ID, passport, green card, etc.
 - B. If the volunteer has ever been convicted of a serious, violent, or drug crime, or if charges are pending.
 - C. If the volunteer has ever been required to register as a sex offender.
2. A required statement on the School Volunteer Application includes the following:

“I understand that the district may research my personal and professional background. I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. I also understand that I may have a criminal history check run by law enforcement if I serve as a volunteer. It is possible that as a volunteer I may have more than occasional or infrequent contact with students. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me. I agree to abide by the district’s safety and health rules and regulations.”

CHECKING VOLUNTEER BACKGROUNDS

1. Megan’s Law checks will be conducted at the site level on an annual basis. Copies of the completed School Volunteer Application need to be submitted to Vista Unified School District Human Relations from each site.
2. It is important to include on the School Volunteer Application that criminal background and personal and professional references may be checked. The volunteer applicant signs a release form releasing the district from liability for checking criminal background and references by signing the application. The individual or organization providing the references is also released from liability.
3. Individuals are legally entitled to certain privacy rights. References and background questions should be directly related to the volunteer’s work. References need to be conducted in the strictest confidence. Due to potential district liability, if background checks are to be conducted, it is recommended they be conducted only by trained staff.
4. Groups or organizations using school sites as part of a Facilities Use Agreement are not the responsibility of the school site’s staff. The individual groups or organizations would be responsible for doing background checks if they are required to do so.

PROCEDURES FOR APPROVING THE USE OF VOLUNTEERS

1. It is the responsibility of each school site to determine if any individual volunteer spends more or less than 20 hours per school year on site doing volunteer activities.
2. Each school site will maintain a Volunteer Hour Log (see Attachment # 1). The Volunteer Hour Log shall include at least the following information as well as include the sex offender disclaimer on the top of each page.
 - A. Volunteer's first and last name
 - B. Date volunteered
 - C. Time logged in and logged out
 - D. Volunteer location
 - E. Purpose of visit
3. School Volunteer Applications and Volunteer Hour Log forms are declared to be a Class 3 record, and shall be maintained until usefulness ceases, which is usually one year.

MEGAN'S LAW FILE AND PIN MAP ACCESS INFORMATION

The California Megan's Law Website may be viewed by visiting the Internet address <http://www.meganslaw.ca.gov>.

- Click on **ENTER THE CALIFORNIA MEGAN' S LAW SEX OFFENDER** locator site.
- Check **"I HAVE READ THE DISCLAIMER AND AGREE TO THESE TERMS AND CONDITIONS."**
- Click **CONTINUE.**
- Click on **NAME. TYPE IN LAST NAME, THEN FIRST NAME** on the right-hand side of the page.
- Click **SEARCH.**

If the name is a match, notify your principal immediately. Principals will notify Human Relations immediately.

TUBERCULOSIS REQUIREMENTS

The Vista Unified School District Board Policy 1005 (c) requires that all persons who work with children more than 20 hours be tested and found to be free of tuberculosis. School volunteers should not begin work until the tuberculosis clearance is completed. A tuberculin test is valid for four (4) years. Please note that tuberculin test results, by law, may not be accepted as valid if they are older than sixty (60) days. Volunteers should attend pre-scheduled district tuberculin test clinics.

SUPERIOR COURT CRIMINAL RECORDS

Criminal background checks (for San Diego County only) may be done on volunteers through the Superior Court at no cost. Requests must be made in writing on school letterhead and sent to the Superior Court Criminal Records Division, 220 W. Broadway, Room 3005, San Diego, CA 92101 (see Attachment # 3). Include the person's name, date of birth and social security number. It is helpful to attach a copy of the volunteer application. Include a self-addressed, stamped envelope. It takes approximately two (2) weeks for the request to be processed. Superior Court Criminal Background Checks will provide criminal and legal activity for San Diego County only. However, much information can still be obtained. Currently, there is no charge for a Superior Court Criminal Background Check.

RESTRICTED USE OF VOLUNTEERS

To the extent prohibited by law or contract, volunteers may not be used to replace district personnel who have been reduced in hours or laid off.

WORKER'S COMPENSATION AND SCHOOL VOLUNTEERS

1. Districts are not required to deem volunteers employees for purposes of Worker's Compensation. However, Vista Unified School District does have Board Policy 1005 (b) requiring that volunteers be covered for Worker's Compensation. Therefore, volunteer unsalaried workers are deemed employees of the district for the purpose of bringing such workers within Worker's Compensation coverages provided by the district when driving their own vehicle for field trips with students as passengers.
2. At the discretion of each individual JPA member school district board, employee volunteers may be covered for Worker's Compensation benefits by board resolution.
3. To qualify for Worker's Compensation, the director of the program must authorize the volunteer and the volunteer's service. The volunteer must register on each date that the volunteer renders service and indicate his/her name, time in, time out, and work location. The director must be aware of and be assured of what the volunteer is doing. A list of volunteers should be kept on file with the district's third party administrator to ensure prompt payment of benefits, should a claim occur.

SCHOOL SITE GUIDELINES FOR VOLUNTEERS

1. Visitors nor Volunteers shall not pass beyond the school's office or the school's designated sign-in station prior to registering and may be required to be accompanied by a school representative, or authorized by the principal or his/her designee.*
 2. Volunteers are required to register/check in and check out of the school's office when serving as school volunteers.
 3. The district will be responsible for notifying appropriate individuals in the district, when a volunteer is no longer eligible to volunteer. Whenever an employee of the school district learns that a volunteer may no longer be eligible to serve as a volunteer, the employee will notify the school principal and director of Student Support Services who will, in turn, notify Human Relations of the situation. The assistant superintendent of Human Relations will inform the volunteer of the change in his/her volunteer status.
 4. All school district personnel are responsible for reporting to the principal and/or his/her designee if they observe a volunteer not following the district-required volunteer code of conduct.
 5. All school personnel are responsible for reporting to the principal if they believe a volunteer poses a potential threat to students or staff.
 6. Administrators and teachers are responsible for supervising and directing volunteers whenever they are working with students at school or at a school-sponsored event.
 7. Volunteer Mental Health Workers are required to report to the appropriate school site/district personnel when a student is in danger of hurting him/herself or others, or is being hurt by someone else.
- * **Each school will post highly visible signs stating that volunteers and visitors must sign in at the office and that this requirement be strictly enforced.**

TABLE OF ATTACHMENTS

Volunteer Hour Log	Attachment # 1
School Volunteer Application	Attachment # 2
Procedure for Background Check on a Volunteer	Attachment # 3
Volunteer Code of Conduct	Attachment # 4
V.U.S.D. Board Policy 1240 – Volunteer Assistance	Attachment # 5
V.U.S.D. Admin. Regulation 1240 – Volunteer Assistance	Attachment # 6

Vista Unified School District VOLUNTEER HOUR LOG

NAME OF SCHOOL: _____ DATE: _____

“Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me. I agree to abide by the district’s safety and health rules and regulations.”

Volunteers are required to present a VUSD printed Volunteer badge at check in and wear the badge at all times while on campus. This is a service log only, campus registration/check in accomplished with the Visitor Management System.

NAME (First/Last)	Date	Time In	Time Out	Location	Purpose

*** Please Note:** It is required that individual schools identify and keep track of volunteers and guests at their schools. It is recommended that individual schools be able to provide a driver’s license (a photo copy is best) and, at a minimum, a physical description of each volunteer at their school site, should the need arise.

Vista Unified School District SCHOOL VOLUNTEER APPLICATION

Information provided on this form is confidential and will be used only for school Volunteer Program purposes.

DATE _____ SCHOOL _____

FULL NAME _____
(First) (Middle) (Last)

ADDRESS _____
(Street) (City) (State) (Zip)

DATE OF BIRTH _____ HOME PHONE _____ WORK PHONE _____
Mo/Day/Yr

DRIVER'S LICENSE (Photocopy Driver's License and Attach)

DO YOU HAVE CHILDREN OR GRANDCHILDREN IN SCHOOL? Yes No

WHERE DO THEY ATTEND? _____

VOLUNTEER EXPERIENCE _____

INDIVIDUALS TO CONTACT IN CASE OF AN EMERGENCY:

1. _____
(Name) (Address) (Phone)
2. _____
(Name) (Address) (Phone)

Do you have any criminal charges pending against you?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you ever been convicted of a felony?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you ever been convicted of a sex or drug-related offense or crime of violence?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Mental Health License or Credential? If Yes, # _____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you required to register as a sex offender under Penal Code 290.95?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

"I understand that the district may research my personal and professional background. I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. I also understand that I may have a criminal history check run by law enforcement if I serve as a volunteer. It is possible that as a volunteer I may have more than occasional or infrequent contact with students. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me. I agree to abide by the district's safety and health rules and regulations."

Print Name: _____ Signature: _____

Date: _____

For Office Use Only: Megan's Law check - Date _____ Initial _____ TB check - Date _____ Initial _____
 School Administration Approval: _____ Date _____

PROCEDURES FOR A SAN DIEGO COUNTY BACKGROUND CHECK ON A VOLUNTEER

<p>Background checks are not required for volunteers. Sites may conduct a background check through Superior Court Criminal Records when appropriate and approved by the school or district administrator.</p> <ol style="list-style-type: none"> 1. Requests must be made in writing on school letterhead and sent to: Superior Court Criminal Records 220 W. Broadway, Room 3005 San Diego, CA 92101 2. Include the person's name, date of birth and social security number. It is helpful to attach a copy of the volunteer application (see the sample letter). 3. Include a self-addressed, stamped envelope. 4. It takes about 2 weeks for them to process the request. 5. This is a criminal background check for San Diego County only. There is no cost for a San Diego County background check. 	<p style="text-align: center;">SCHOOL LETTERHEAD</p> <p>Date _____</p> <p>Superior Court Criminal Records 220 W. Broadway, Room 3005 San Diego, CA 92101</p> <p>To Whom It May Concern:</p> <p>I would like to request a thorough background check for a potential volunteer for _____ School.</p> <p>Name: _____</p> <p>DOB: _____</p> <p>Social Security Number: _____</p> <p>I have attached a copy of the volunteer application for your information.</p> <p>If records are found, please send documentation, stating convictions. A self-addressed stamped envelope is included.</p> <p>Thank you for your assistance and prompt response.</p> <p>Sincerely,</p> <p>_____ Administrator</p>
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VOLUNTEER CODE OF CONDUCT

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students.
5. I will not solicit outside contact with students.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree not to engage in violent behavior, smoking, alcohol or controlled substance use, or possession of explosives or weapons while on school campus.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I agree to report to the appropriate school site/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
14. I agree to treat all school personnel and students with dignity and respect.

I agree to follow the District Volunteer Code of Conduct at all times or cease student volunteering immediately.

Signature of School Volunteer

Date

VISTA UNIFIED SCHOOL DISTRICT

Community Relations

BOARD POLICY NO. 1240:

VOLUNTEER ASSISTANCE

The Board of Education encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Policy Reviewed -1st Reading: July 15, 2010

2nd Reading & Adoption: August 19, 2010

VISTA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION NO. 1240

Community Relations

VOLUNTEER ASSISTANCE

General

All volunteers serve at the discretion of the Superintendent without any expressed or implied privileges beyond those found in this procedure and may be released from volunteering if so deemed by the Superintendent or designee.

All volunteers are subject to the requirements as set forth in the Vista Unified School District Volunteer Handbook.

Volunteers shall serve in such capacity without compensation or employee benefits of any type, except for workers' compensation as provided for in California Labor Code section 3364.5.

All volunteers agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

Site administration determines the extent and scope of the use of volunteers at the site.

Qualifications of Volunteers

Volunteers will submit to all screening requirements as determined by the Superintendent or designee.

All volunteers are required to complete the School Volunteer Application which includes the mandatory declaration and acknowledgement relative to prohibiting sex offenders in school volunteer positions.

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer. (Education Code 35021)

The Superintendent or designee shall verify by reasonable means that persons serving as volunteer are not required to register as a sex offender pursuant to Penal Code 290.

No volunteer shall be assigned to provide assistance unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

Acceptance of volunteers is at the discretion of the site administrator and will be based on factors including, but not limited to, the following:

1. Completion of appropriate volunteer screening.
2. A completed volunteer application on file.
3. Tuberculosis clearance.
4. Ability to work cooperatively with school personnel.
5. Adequate communication skills.
6. Persons volunteering in the classroom during the instructional day may not bring children with them without permission from the site administrator.

Administrative Regulation Reviewed -1st Reading: July 15, 2010

2nd Reading & Adoption: August 19, 2010